



**Grant County
Central Services**

P O Box 37
Ephrata WA 98823
(509) 754-2011 Ext-3276

To: Request to Award
RE: Cabinet work for the County Auditor, (Elections office).

June 20, 2023

Board of County Commissioners,

The Auditors office approached Central Services in regard to building a new set of cabinets to ensure the office was meeting requirements to keep elections material secure. The Auditor had already reached out to a vendor we used in the past (Archers Cabinets) and received a quote after the vendor had visited the department and detailed out some cabinets.

Due to the cost, it would have been against County policy to simply provide a notice to proceed to Archers and an RFP was needed. I wrote and published an RFP and sent it to 14 vendors on the MRSC Roster.

In trying to move this along as quickly as possible I am inputting this request in anticipation of not hearing from any vendor for this work. If that is the case, I recommend the Commissioners approve this request on behalf of the Auditor to provide a Notice to Proceed to Archers for the construction and installation of the cabinets as requested.

The cost for this work is \$14,438.88 and as per the Auditors email dated June 2, 2023, this work has been approved and Central Services assumes the funding source has been identified.

Respectfully submitted,

Tom Gaines

Tom Gaines
Director, Grant County WA
Central Services Department

Tom Gaines
Director of Central Services
tgaines@grantcountywa.gov

Archer's Cabinetry, Inc

5126 Shorecrest Dr NE
Moses Lake, WA 98837

Invoice

| Date | Invoice # |
|----------|-----------|
| 6/5/2023 | 2224 |

| Bill To |
|--|
| Grant county auditor 35 C St NW Ephrata WA 98823 |

| P.O. No. | Project | |
|----------|---------|--|
| | | |

| Description | Rate | Amount |
|--|-----------|------------|
| custom laminated cabinets and casework for office space Cabinets to be white melamine interior with laminated surfaces on all exposed areas, cabinets to have adjustable shelves in the upper 3 cabinets and pantry cabinet with the lower 3 to have locking pocket doors for security, the counter will have 2 leg supports and a frame with pensile drawers 3 at each station. fabrication, delivery, and installation are included. No laminate color has been chosen for either the cabinets or the counter top. 50% deposit will get you in the schedule and materials ordered \$7,200.00 Thank you, Jason | 13,320.00 | 13,320.00T |

| | | |
|--|-------------------------|-------------|
| | Sales Tax (8.4%) | \$1,118.88 |
| | Total | \$14,438.88 |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$14,438.88 |

| Phone # | Fax # | E-mail |
|--------------|--------------|-------------------------------|
| 509-760-6376 | 509-762-4252 | archerscabinetryinc@gmail.com |